

A. Information about the Suggestor:

25X1A

[REDACTED] GS-7, Stenographer, DD/I-EE

B. Summary of the Suggestion:

The suggestor proposes that clerical personnel be provided with books, etc. in order to enhance their work status.

C. Evaluation of Concerned Offices:

The Research and Planning Staff, Personnel Office states that in many large organizations some dissatisfaction will be present at all levels with respect to the relative amounts of "status" and/or "prestige" attaching to certain types of work. The staff believes that the suggestion does not merit adoption. Files attached for Committee reference.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggestor is recommended.

Secretary, Efficiency Awards Committee

Research and Planning Staff

27 MAR 1953

Employee Suggestion - Number 139

1. Suggestions of this type, reflecting employee attitudes and morale, are always welcomed by this staff. Cognizance of these and similar factors is essential in personnel program planning.
2. As is the case in any large organization, whether governmental or not, some dissatisfaction will be present at all levels with respect to the relative amounts of "status" and/or "prestige" attaching to certain types of work. This is a perennial personnel problem. To be sure, work requirements are satisfied most economically by efficient, well-qualified employees and it is generally agreed that efficiency may be adversely affected whenever employees adopt negative attitudes toward their work assignments. Proper and timely recognition of the importance of each employee's work is a basic supervisory responsibility, and one of the more important determinants of employee attitudes and morale level is the extent to which supervisors succeed in fully appreciating and carrying out this responsibility. Another factor--probably equal in importance to supervision--is the employee's disposition toward his job. We are aware of cases of employee dissatisfaction which stem from a so-called "prima donna" attitude, the immediate work assignment being regarded as a necessary evil to be "endured" until an "appropriate" vacancy occurs. Personnel procurement procedures now in effect are designed to minimize such cases. In addition, increasing emphasis on supervisory selection and training, periodic personnel evaluation, and the "career service" concept, should result in a gradual improvement in employee attitudes and a higher morale level.
3. With respect to the specific suggestion that published materials on office efficiency be distributed to clerical staffs, an estimate of resultant savings is believed impracticable. Savings, if any, would be entirely dependent upon the motivation of the particular employee and the extent to which he understood and applied recommended efficiency measures. Although slight improvements in the situation might result, we do not believe that their magnitude would be great enough to justify a cash award for the suggestion. Factors contributing to morale problems of this type are too complex to be resolved by such relatively superficial devices. You may wish to refer this suggestion to the Office of Training for further study.

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